July 11, 1952

W. R. Hulbert, Director
Office of Civil Defense
Wayland, Mass.

Dear Mr Hulbert:

At a meeting of the Wayland Library Trustees on July ninth, I was instructed to thank you for your service in attending to the library locks and keys. It was agreed that the extra key to the civil defense office from the staircase should be left in care of the Librarian for emergency use only.

Very truly yours
Helen C Morgan.
Sec.

Date 6/E 7 19 52

Name W R Hulbert

Address Wayland

Sold by _____ Am't Rec'd _____

1	Cylinder Lock	2	69
10	Extra Keys	3	50
		6	19
	Installed on Basement Door Library		
	47		

9-A2

Date 6/27 1952

Name W. R. Hulbert

Address Wayland

Sold by _____ Am't Rec'd _____

1	Cylinder Lock	2	69
10	extra Keys	3	50
		6	19

Installed on Basement Door Library

46

8-A2

SHE

TOWN OF WAYLAND

OFFICE OF CIVIL DEFENSE

WAYLAND, MASSACHUSETTS

June 24, 1952

Trustees of the Public Library
Wayland, Mass.

Gentlemen:

At the suggestion of Mr. Colliton, I have secured keys for the old fashioned locks on the two doors at the foot of the central stairs of the Library so that a key is necessary to open either door from either side. I enclose a slip for these keys which were charged to the Public Library. Undoubtedly a bill will arrive in due course directly from Sherman Lock and Appliance Co.

I furnished the librarian with three keys for the door which faces the staircase and kept one of them for use by civil defense personnel in case of emergency. This key will be kept locked in our filing cabinet. I have four keys for the door which goes into the civil defense office from the staircase and I think the Library should have one of these but it should be available only to a few people in case of emergency. Please let me know to whom I should furnish one of these keys.

Very truly yours,

W. R. Hulbert

W.R.Hulbert, Director

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TOWN OF WAYLAND
Office of Civil Defense
Wayland, Massachusetts

March 27, 1957

Boston Edison Company
39 Boylston Street
Boston, Mass.

Attention of Emergency Operations Officer

Dear Sirs:

This letter is in reference to the emergency headquarters which you have in the basement of the Wayland Public Library in Wayland Center.

As you know, the Town is building a new Town Office Building in which the entire basement area is devoted to a Civil Defense Control Center. We are moving our old Control Center from the basement of the Public Library to the new quarters within the next two or three months. The Library needs the space in the basement where they hope to establish a Children's Department.

It is my suggestion that we discuss the possibility of moving your emergency facilities to the new building also, provided the Selectmen are in agreement. Furthermore, definite plans are presently being formulated with the Telephone Company for telephone service in the new building and I presume if you do move that we should definitely plan on sufficient additional pairs of wire in the cable leading into the building to take care of what telephone service you may need.

If you wish to get in touch with me during the day, please call me at my office, LAfayette 3-7340.

Sincerely yours,

W. R. Hulbert
Director

WRH:MM

c.c. to Selectmen
Mr. Hugh F. Colliton, Jr.

TOWN OF WAYLAND
Office of Civil Defense
Wayland, Massachusetts

March 27, 1957

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39 Boylston Street
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W. R. Hulbert
Director

WRH:lm

c.c. to Selectmen
Mr. Hugh J. Sullivan, Jr.